

## To Keep Information Safe on My HHS Computer, I Always:



- \_\_\_\_\_ Avoid sharing my passwords
- \_\_\_\_\_ Keep anti-virus software up to date and enabled
- \_\_\_\_\_ Delete e-mail attachments from suspicious or unknown senders
- \_\_\_\_\_ Make backups of data as required
- \_\_\_\_\_ Adjust my monitor to avoid unauthorized viewing
- \_\_\_\_\_ Disconnect from the Internet when not using it
- \_\_\_\_\_ Refrain from sharing files on the Internet
- \_\_\_\_\_ Set appropriate security settings for my Internet browser
- \_\_\_\_\_ Log off the system (as appropriate) when away
- \_\_\_\_\_ Use caution when giving out personal information if I do not know the requestor or how it will be used

Please contact the ITSC Help Desk at 1-866-699-4872 for more information.



**PROTECT • DETECT • RESPOND**  
**HHS SECURITY AWARENESS DAY**

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